Adding a Non Employee to CHRIS

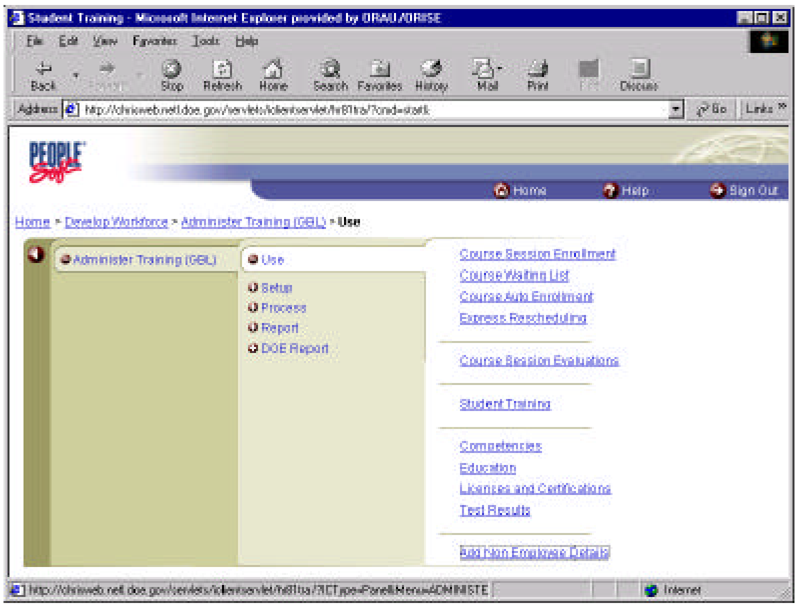
Non DOE employees, such as DOE Contractor employee or detailers from other Federal agencies, can be added to CHRIS in order to be registered for DOE-approved training.

1. At the "Home" screen, click on "Develop Workforce."

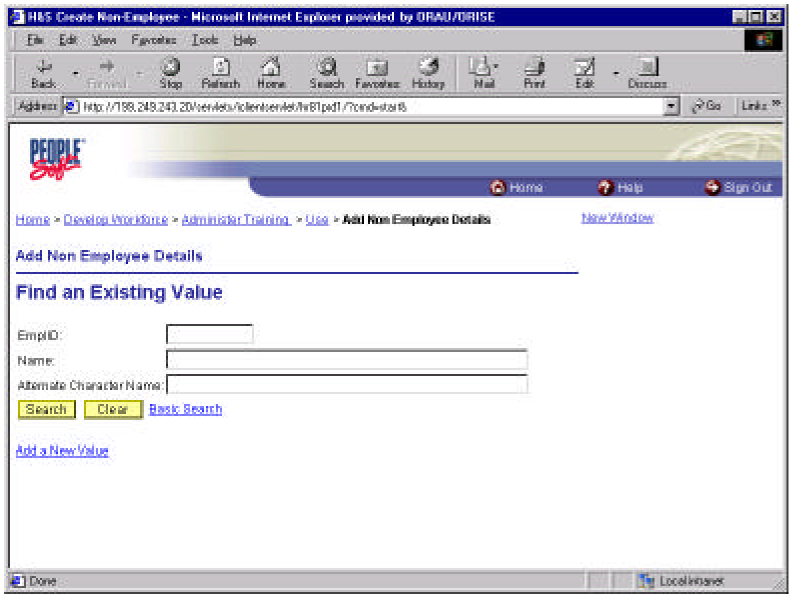
2. Click on "Administer Training (GBL)."

3. Click on "Use."

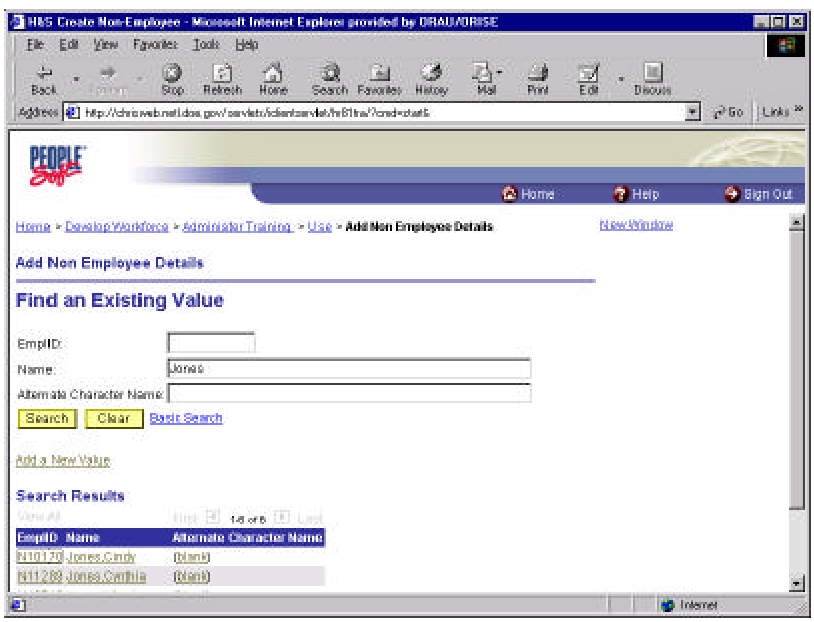
4. Click on "Add Non Employee Details."



The " Add Non Employee Details" "Find an Existing Value" screen is displayed.



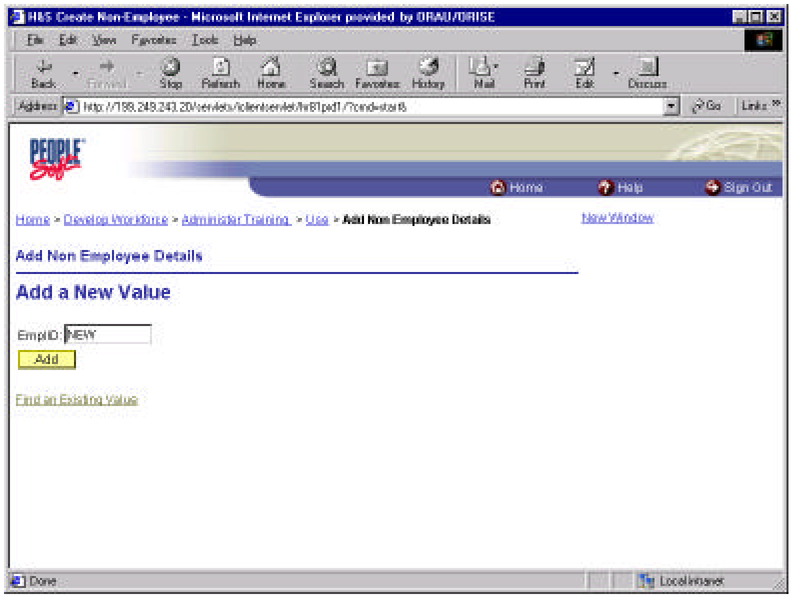
5. Verify that the individual you are about to enter has not been previously entered by typing in the last name of the individual in the " Name" field and clicking on "Search"



A listing of individuals, with the same last name, already in the database will be displayed. If the name does appear, record the "EmplID" and use this number to enter the individuals training.

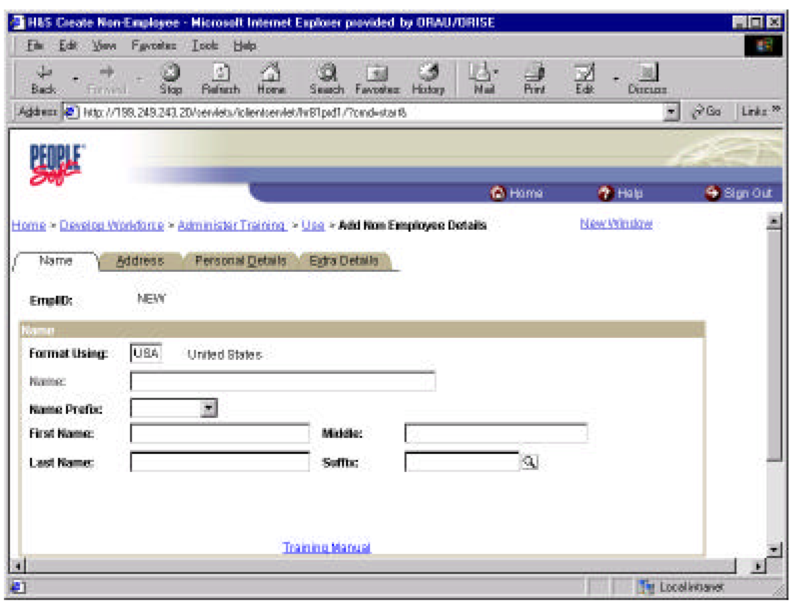
6. Click on "Add a New Value."

   The "Add a New Value" screen is displayed with "New" displayed in the "EmplID" field.



7. Click on the "Add" button.

   The "Add Non Employee Details" screen is displayed.

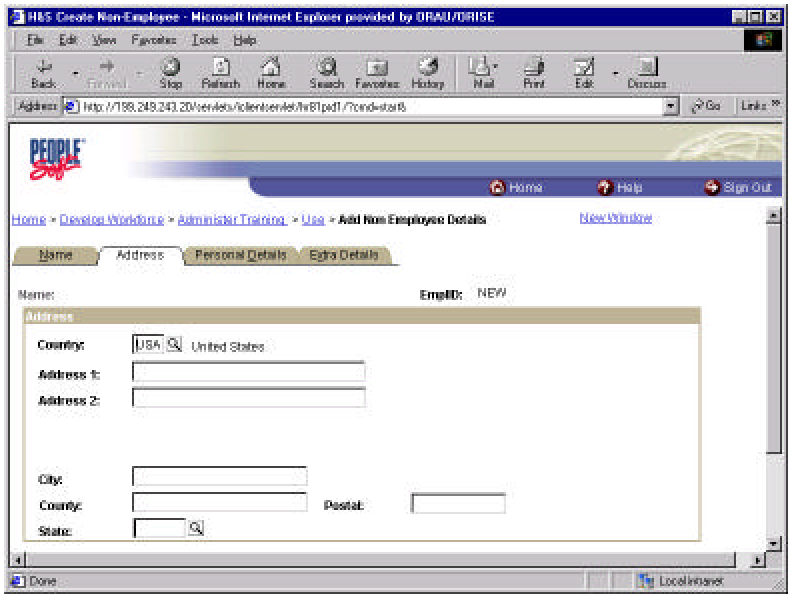


8. Select the prefix, for example, Dr. or Ms.

9. Enter all information available. First and last names are required.

10. Click on the "Address" tab.

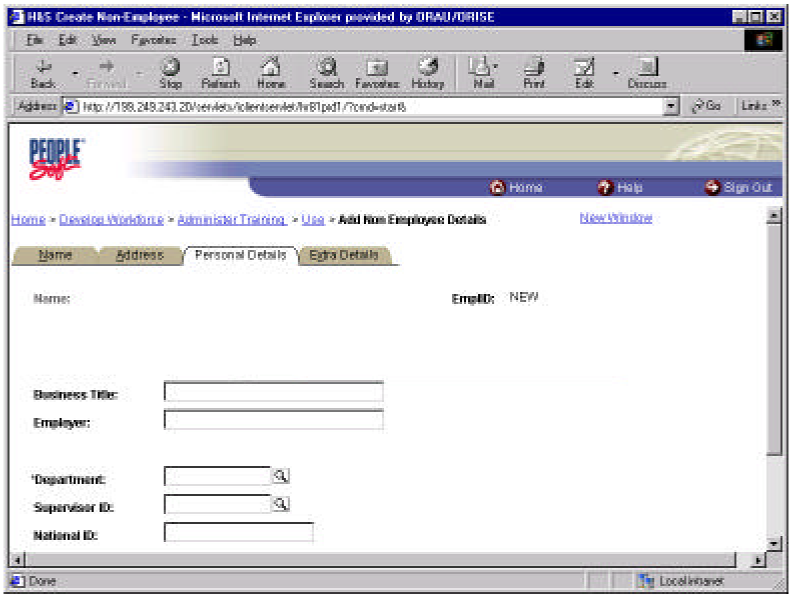
    The "Address" screen is displayed.



11. Enter the requested business address information or skip if unknown.

12. Click on the "Personal Details" tab.

The "Personal Details" screen is displayed.

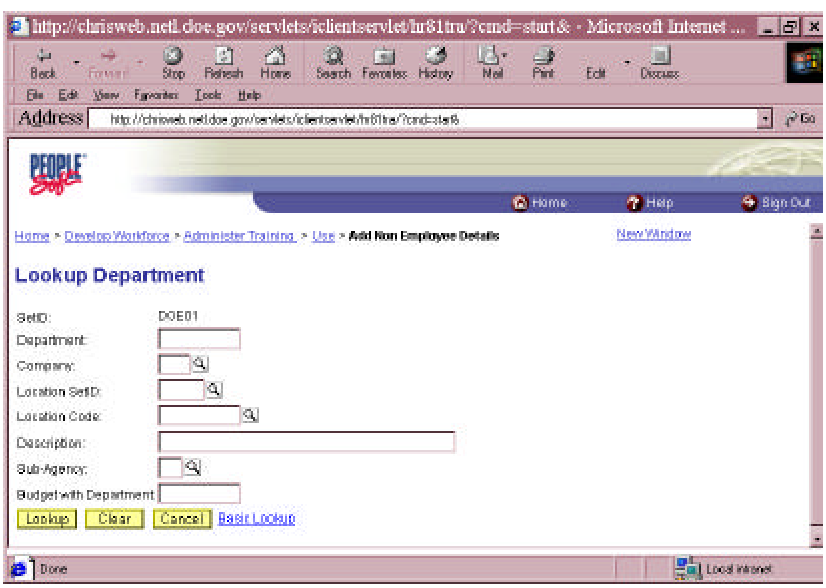


13. Enter the requested information.

    The National ID is the individual's social security number and should be completed.

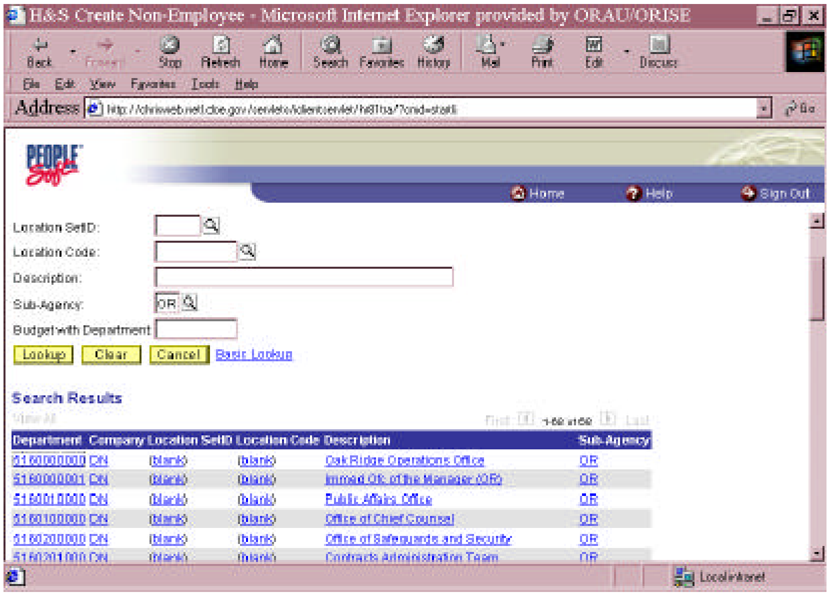
14. Enter the department in the "Department" field or click the magnifying glass to search if unknown.

    The "Lookup Department" screen is displayed.



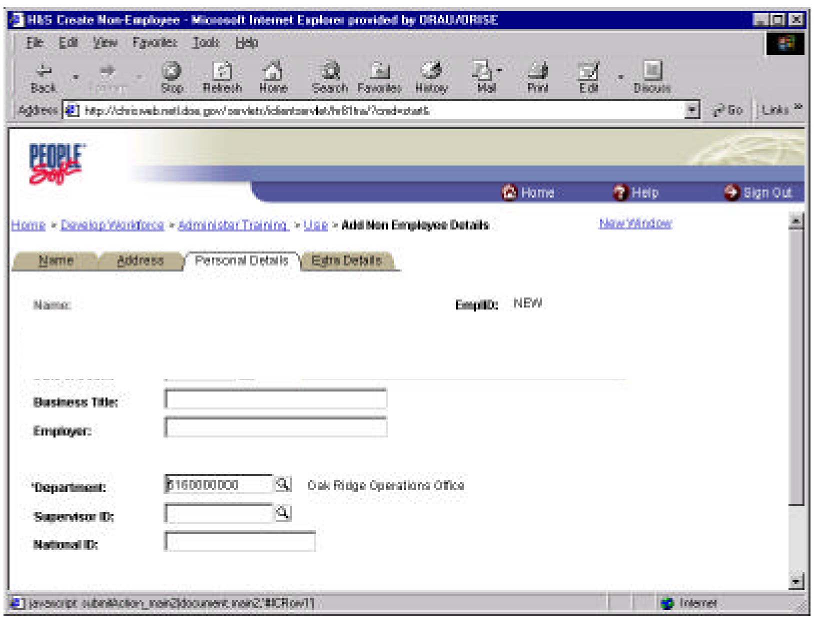
15. Enter your two letter Sub-Agency code i.e., AL, CH, etc. and click the "Lookup" button.

    The "Search Results" display all Departments within your Sub-Agency.



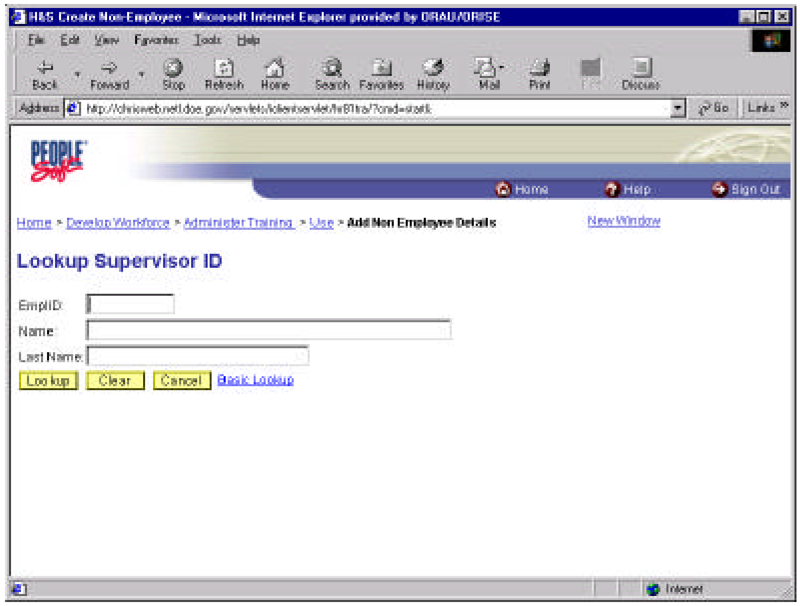
16. Click on the Department you desire.

    The "Add Non Employee Details" screen is displayed with the department code entered in the "Department" field.

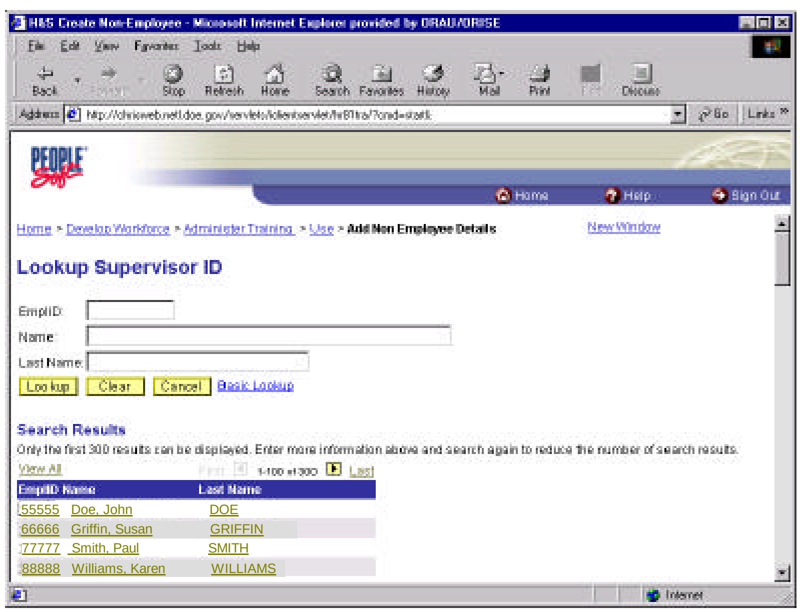


17. Enter the EmplID of the non employee's sponsor or click on the magnifying glass to the right of the "Supervisor ID" field.

    The "Lookup Supervisor ID" screen is displayed.



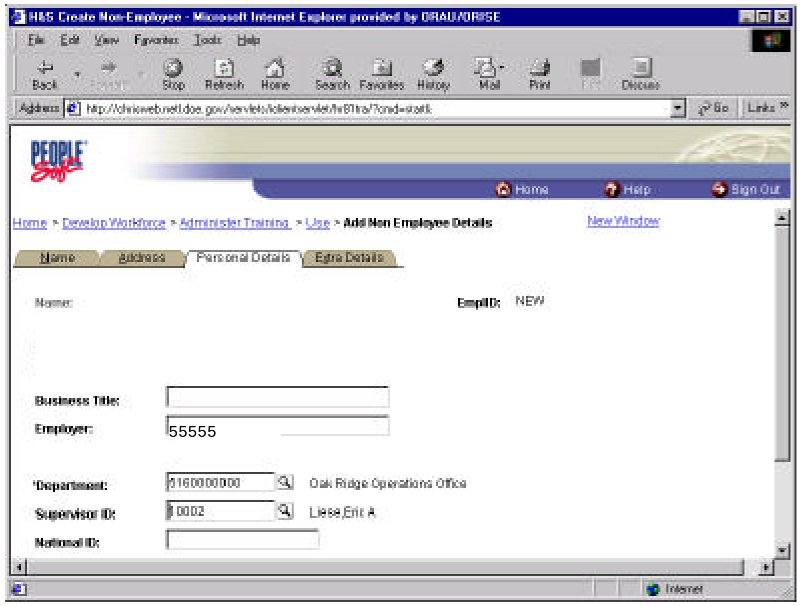
18. If you do not know the sponsor's ImplID, enter the sponsor's last name in the "Last Name" field and click on the "Lookup" button.



A list of supervisors is displayed.

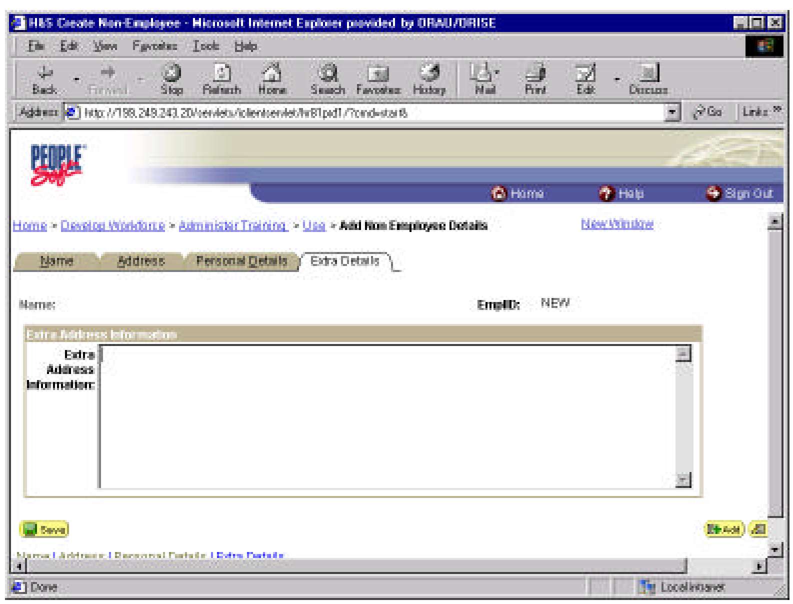
19. Select the supervisor for the non employee.

The supervisor's identification number and name are displayed.



20. Click on the "Extra Details" tab.

The "Extra Details" screen is displayed.



21. Enter any additional information needed.

22. Click on the "Save" button.

There are ways to register multiple students into a course session. Which process you choose depends on the number of students to be registered. The first process is "Group Registration." The second choice is to register multiple students through "Course Session Enrollment."

When to Use "Group Registration"

Use Group Registration:

- When registering 10 or more employees in a session
- To enroll 10 or more employees in a session after-the-fact

Group Registration

BUSINESS RULE

This process can be used only for an internal class. The course can be considered internal if it's obtained as a new course for a large group of students. If this is the case, submit the course for entry into CHRIS so you can set up a course session.

Group Registration

BUSINESS RULE

This process cannot be used if you must charge a session cost to each student individually. Session Costs should be recorded on the "Cost Session" table.

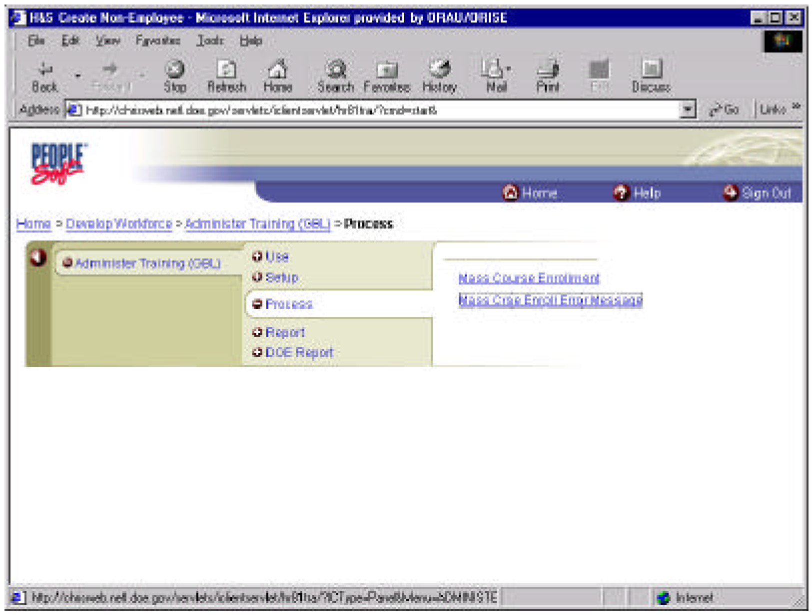
The Group Registration Process

1. At the "Home" screen, click on "Develop Workforce."

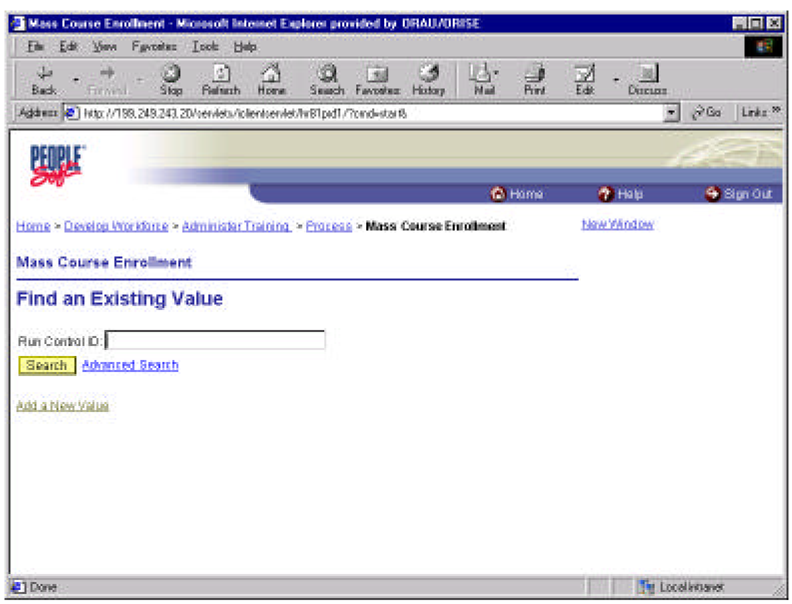
2. Click on "Administer Training (GBL)."

3. Click on "Process."

4. Click on "Mass Course Enrollment."



The "Mass Course Enrollment" screen is displayed.

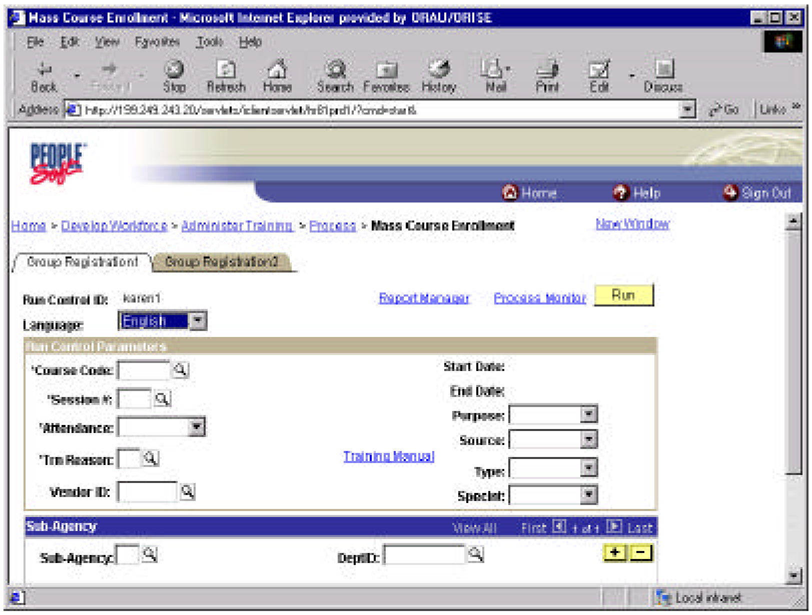


5. Enter the "Run Control ID."

   Note: "Run Control ID" is the user's five-digit CHRIS identification number. If this is the first time you are running a process, enter your EMPLID and click on "Add a New Value."

6. Click on "Search" button.

   The "Group Registration" screen is displayed.



7. Enter "Course Code," "Session Number," and "Trn Reason."

   Note: Enter "Enrolled" in the "Attendance" field, whether the training has occurred yet or not.

8. Complete the fields for "Purpose," "Source," "Type," and "SpecInt."

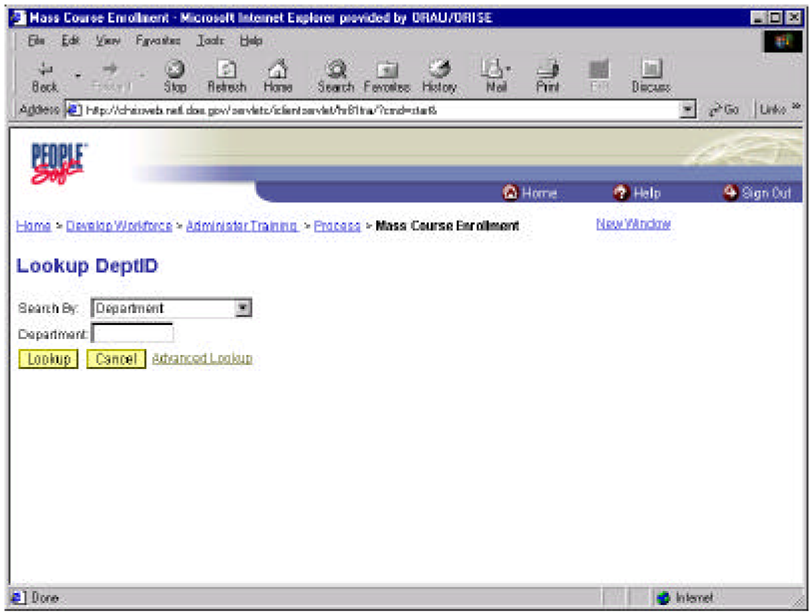
   "Vendor ID" should populate from the course session table.

9. Select either the "Sub-Agency" or "DeptID" field.

Note: Select the "Sub-Agency" field if everyone (or a very large percentage) at the site or program office is to be enrolled or has completed the training.

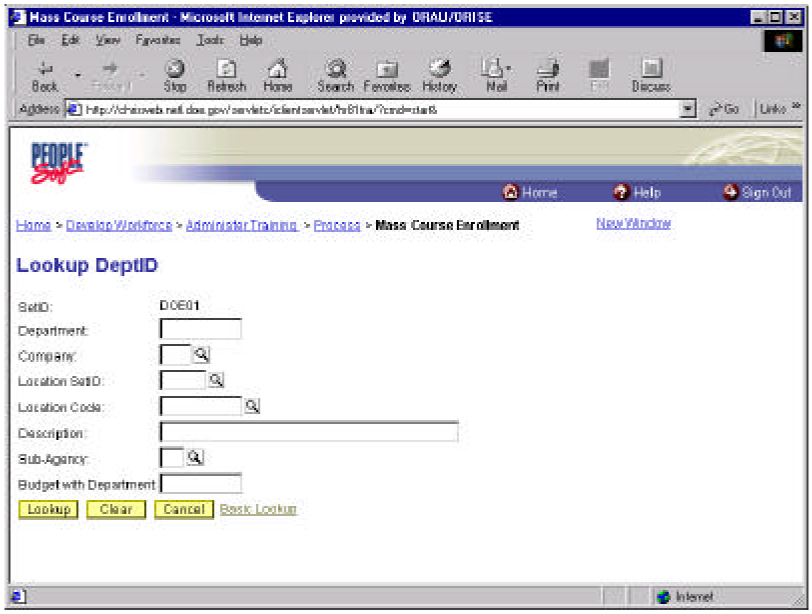
Select the "DeptID" field if only certain offices at the site or program office are involved in training. To select a specific "DetpID":

10. Click on the magnifying glass to the right of the "DetpID" field.



The "Lookup DeptID" screen is displayed.

11. Click on "Advanced Lookup."

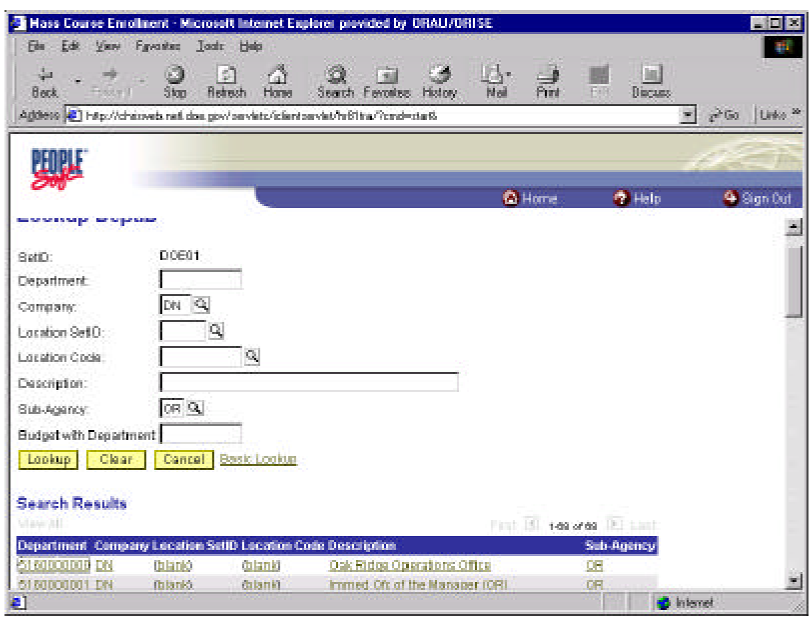


The "Lookup DeptID" screen is displayed.

12. Enter "DN" in the "Company" field.

13. Enter your sub-agency code in the "Sub-Agency" field.

14. Click on "Lookup."



A list of departments is displayed.

15. Select a department code from the search results.

    The code will be placed in the "DeptID" field.

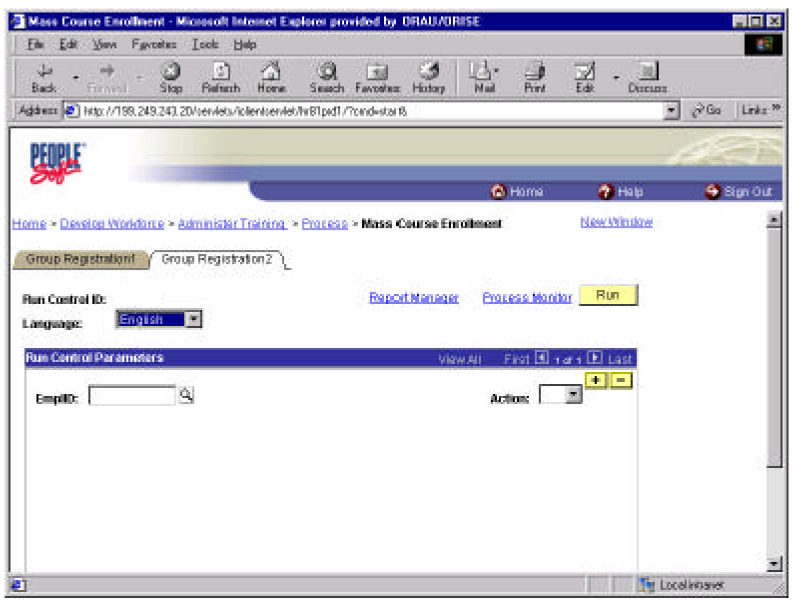
16. Click on the "Save" button.

    Note: If you need to select more than one sub-agency or DeptID, click on the to insert a row. Enter the DeptID or Sub-agency. Repeat the process to enter each sub-agency or DeptID.

How to Include or Exclude Individual Employees from the Group Registration

You can include or exclude employees outside of the selected department or sub-agency.

17. Click on the "Group Registration 2" tab.



18. Enter the employee's ID number.

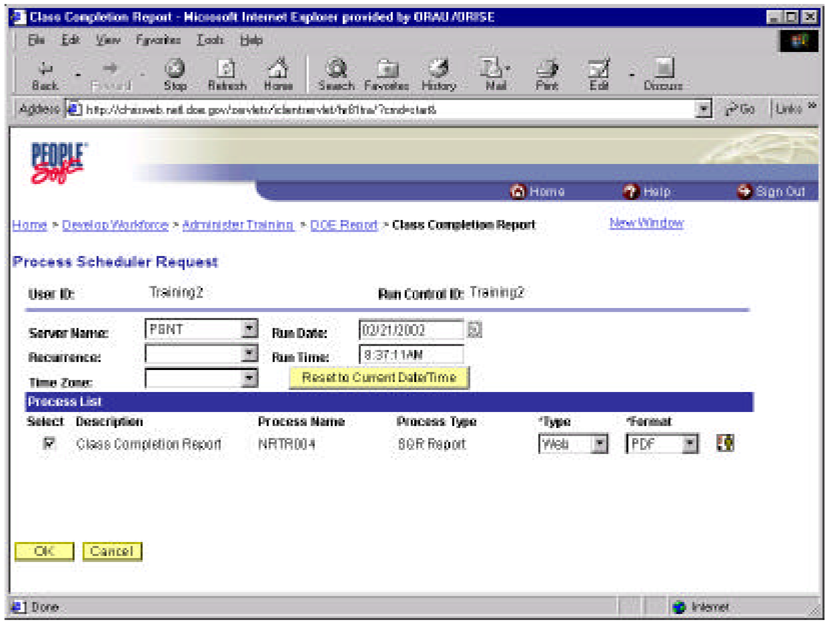
19. Select the action—Include or Exclude.

20. Use the button to add as many rows as needed to enter names and actions.

Completing the Group Registration Process

21. Click the "Run" button to complete the group registration process.

22. Click the "OK" button on the "Process Scheduler Request" screen.



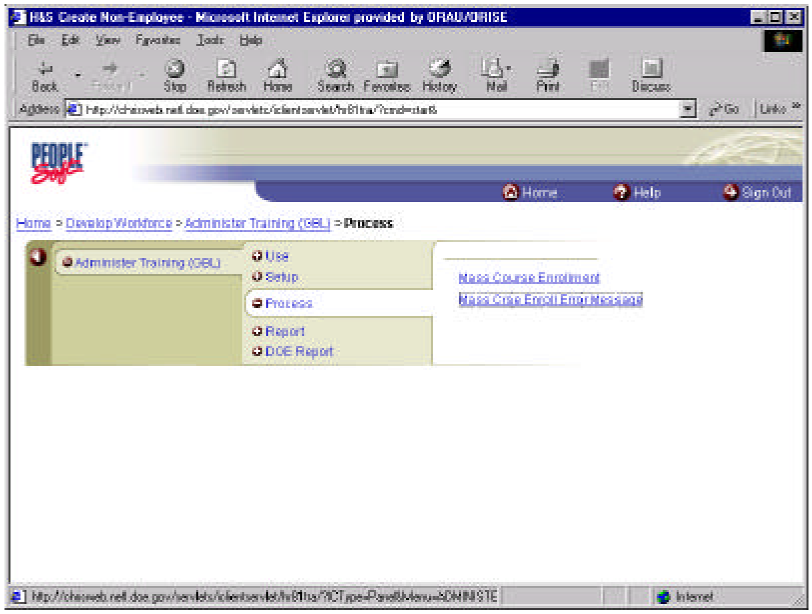
When the process is complete, there will be a training instance for this course session on each employees' training record, and the "Course Session Enrollment" tab will reflect the status you selected.

Note: Ensure that "PSNT" is displayed in the "Server Name" field, "Web" is displayed in the "Type" field, and "PDF" is displayed in the "Format" field.

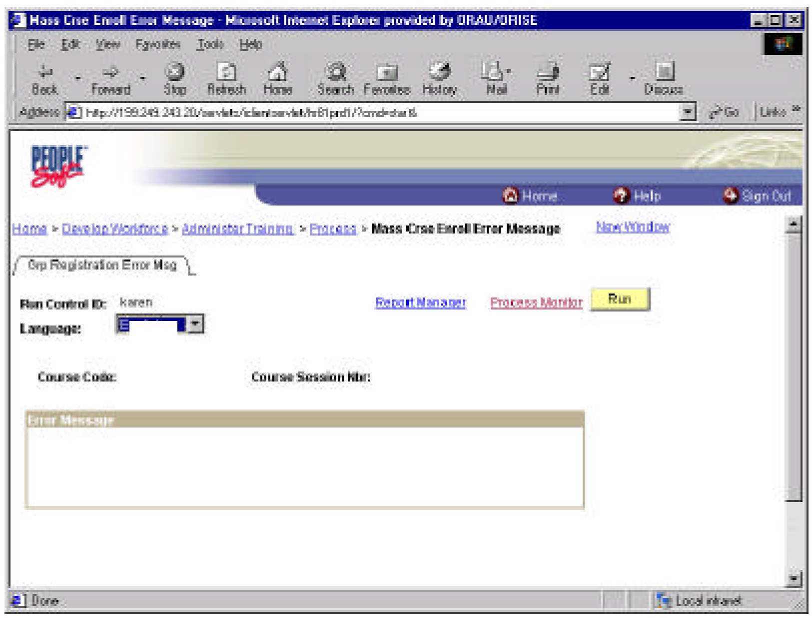
Verifying that the Group Registration Process Ran Properly

1. Click on "Process."

2. Click on "Mass Crse Enroll Error Message."

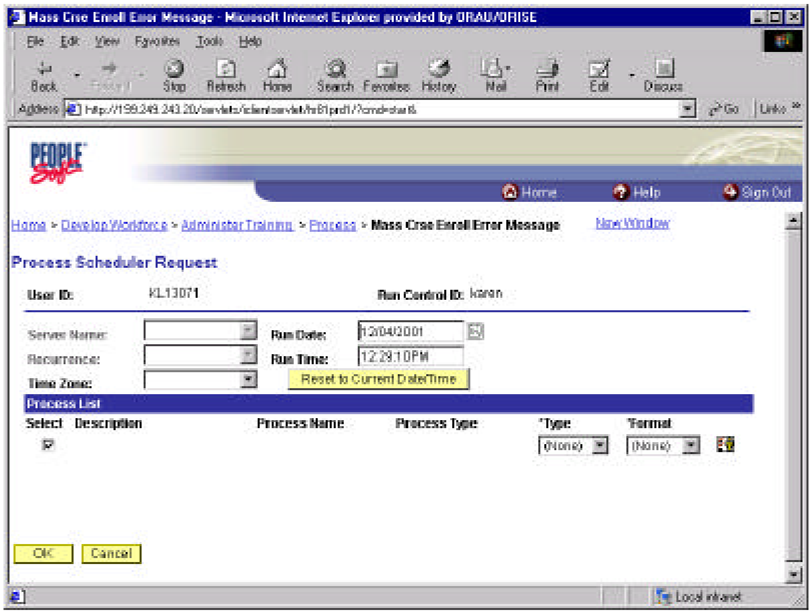


The "Grp Registration Error Msg" screen is displayed.



5. Click the "Run" button.

The "Process Scheduler Request" screen is displayed.



Click the "OK" button.

One of two messages will display:

"Mass course enrollment processed successfully" or "Class is full. Contact Session Coordinator."

If the group is larger than the number of spaces available in the session, then CHRIS doesn't enroll any of the employees in your group. If you set up the session, go back to the course session setup table and increase the maximum number of participants then follow the group registration steps again.

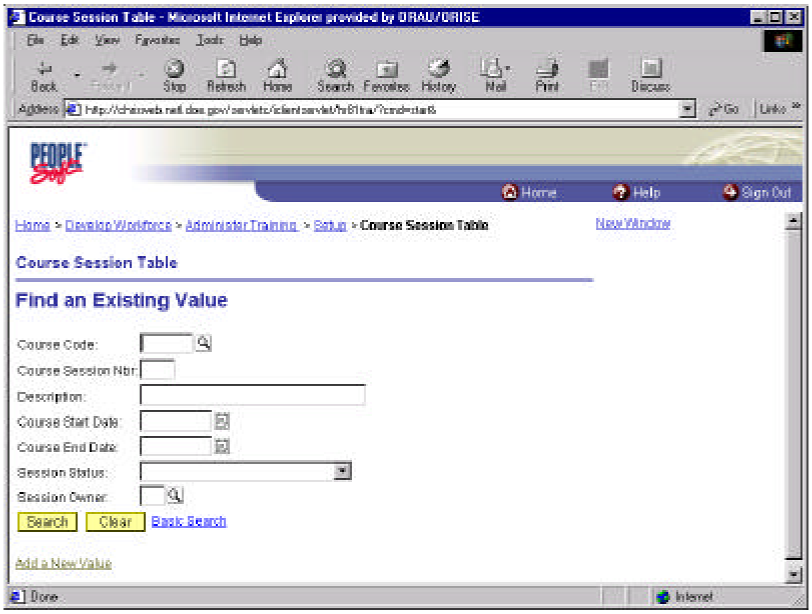
Processing Completed Training After the Fact

If the training has already occurred, then follow these steps immediately after verifying the group registration process. If the training has not occurred, and if you are the Course Session Administrator, then follow these steps once the session is over:

1. At the "Home" screen, click on "Develop Workforce."
2. Click on "Administer Training (GBL)."
3. Click on "Setup."

4. Click on "Course Session Table."

The "Course Session Table" screen is displayed.

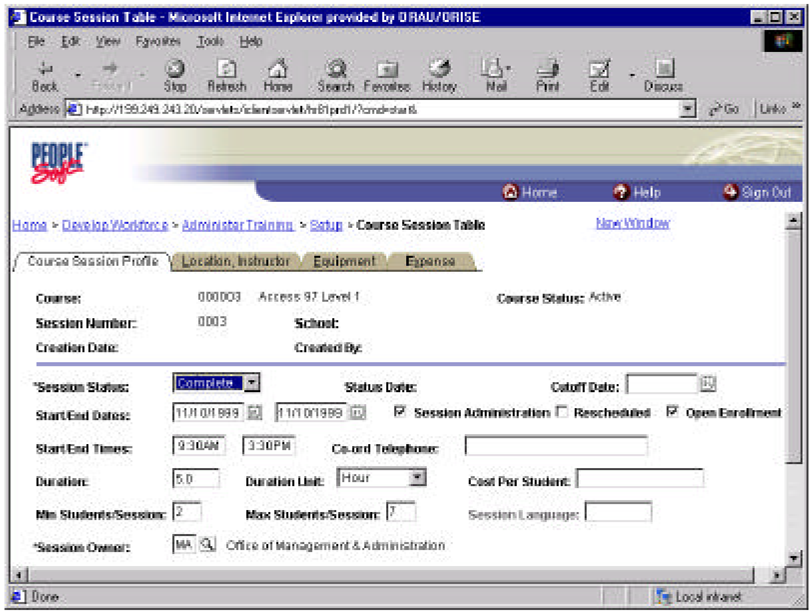


5. Enter the course code or click on the magnifying glass to locate the course code.

6. Enter the session number for the course.

7. Click on the "Search" button.

The "Course Session Table" is displayed.



8. On the "Course Session Profile" screen, change the course "Session Status" to "Complete."

   All employees enrolled through this process will now show as "Complete."

9. Click on the "Save" icon.

   If the training has already occurred and you are NOT the Course Session Administrator, then immediately after verifying the group registration process, click on "Process" on the "Administer Training (GL)" screen.

   The "Group Registration 1" screen is displayed.

10. Change the status in the "Attendance" field to "Complete."

11. Click on "Run."

12. Click "OK" at the "Process Scheduler Request" screen.

    This will update the individual training records.

Registering Multiple Students through Course Session Enrollment

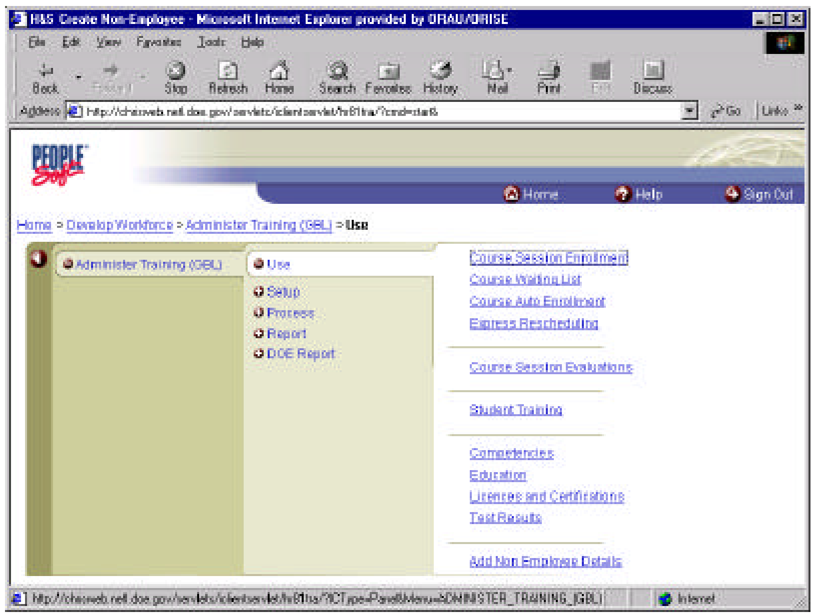
Use the “Course Session Enrollment” screen to register multiple students in a single internal course session.

1. At the “Home” screen, click on “Develop Workforce.”

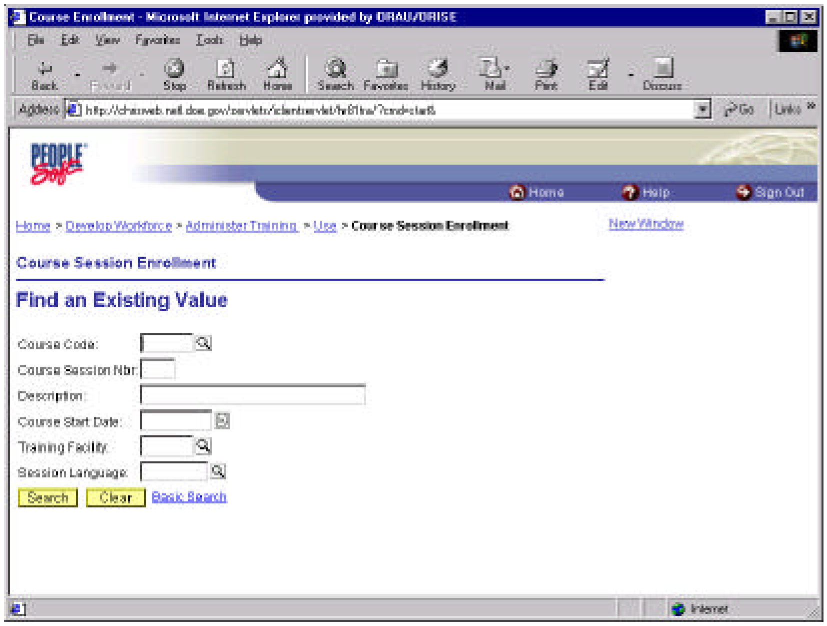
2. Click on “Administer Training (GBL).”

3. Click on “Use.”

4. Click on “Course Session Enrollment.”



The "Course Session Enrollment" screen is displayed.

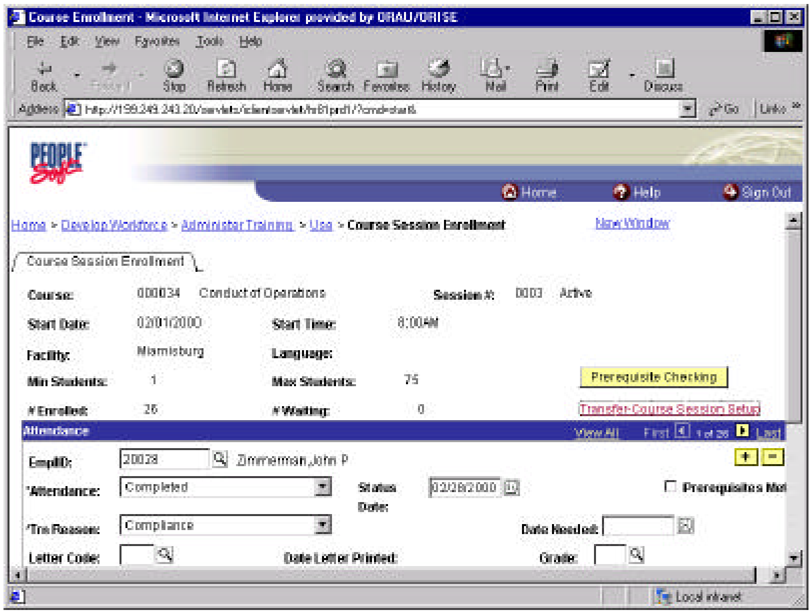


5. Enter the course code and session number.

Notes: If you don't know the course code, you can enter the title in the "Description" field, (e.g., Project Management).

6. Click on the "Search" button.

The "Course Session Enrollment" screen is displayed.



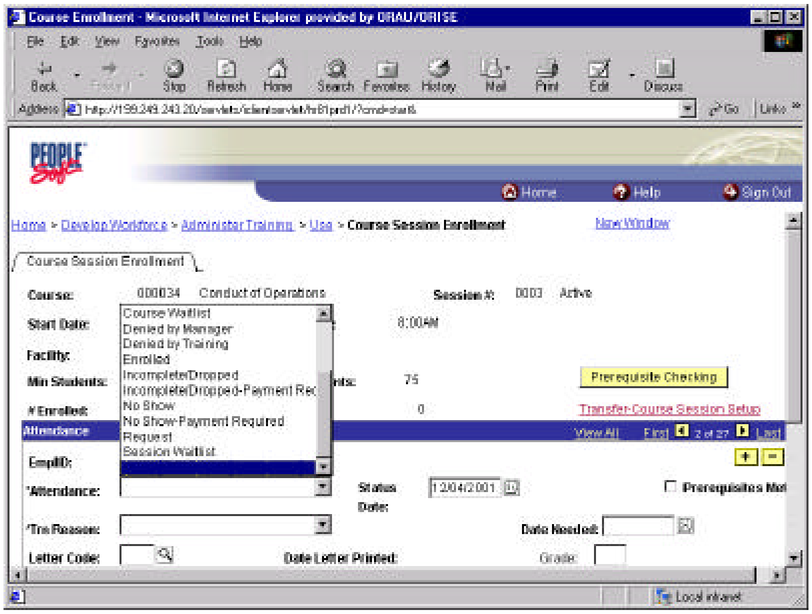
Note: The information is displayed for only one student at a time. You can view all of the students being enrolled by using the scroll bar to the right of the employee information fields.

7. To register a new student, click on the  button.

8. Enter the employee's ID number in the "Employee ID" field.

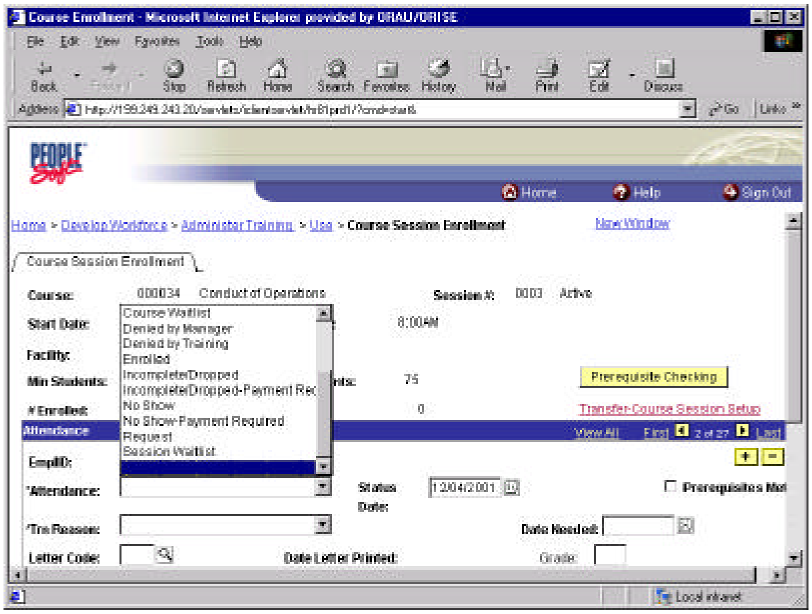
Note: If you don't know the employee ID number, click on the magnifying glass to display the "Lookup Emp ID" screen.

9. Click on the down arrow to the right of the "Attendance" field. To view a list of status choices.

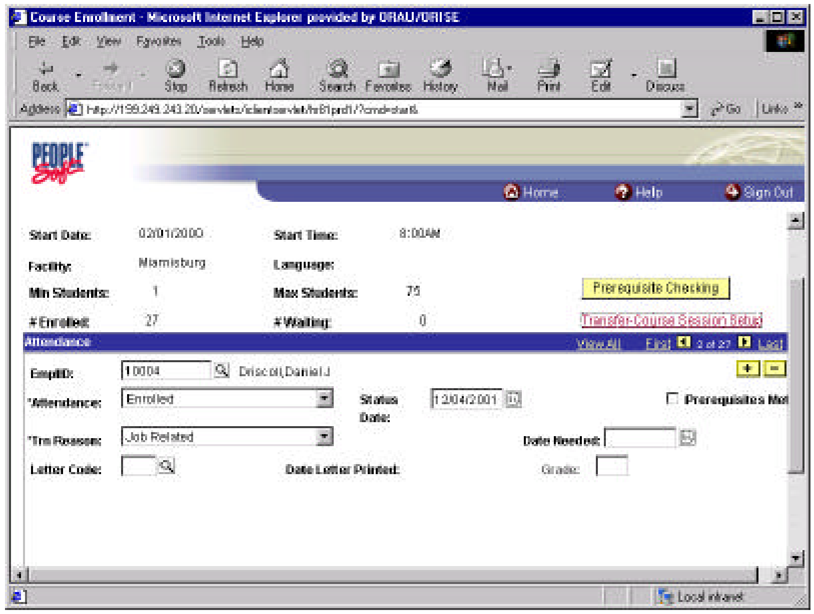


10. Click on the appropriate choice.

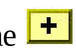
11. Click on the down arrow to the right of the "Trn Reason" to view a list of training reason choices.



12. Click on the appropriate choice.



13. Click on the "Save" icon.

    If you need to add other students, click on the  button and continue the process.

14. Click on "Save" after each student has been added.